



HOW TO APPLY FOR CLV FY 2012/13 CDBG OR HOPWA PROGRAM FUNDS USING ZOOMGRANTS

LINKS:

City of Las Vegas

<http://www.lasvegasnevada.gov/>

Parks, Recreation & Neighborhood Services (PRNS) Grant Application Process

- ▣ Application Deadline for FY 12/13
 - November 22, 2011, 3:00 p.m.
- ▣ How to Apply?
 - Online submission through “ZoomGrants”
 - NO hard copy, email, or fax submissions will be accepted.

If you already have a ZoomGrants™ account, login here.

If not, create your ZoomGrants™ account here.

You will use this same account with other funders that are using ZoomGrants™.

Once logged in, click the 'Apply' button to start your proposal.

The screenshot shows the ZoomGrants website interface. At the top left is the ZoomGrants logo with the tagline 'GRANT TECHNOLOGY FOR WEBSITES'. At the top right, there is a section for 'Existing ZoomGrants™ Users' with fields for 'Email' and 'Password', a 'Forgot password?' link, and a 'Login' button. Below this is a navigation bar with links for 'Help/Proposal Instructions', 'Additional Resources', and 'Find More Grants', along with up and down arrow icons. The main content area features a 'Sample Donor' section with a redacted name and a 'Deadline 12/15/2011'. Below this is a section for 'Description, Restrictions, Additional Grant Programs'. A horizontal menu contains buttons for 'My Account', 'Pre-Application', 'Proposal Questions', 'Budget', 'Documents', and 'Reporting Questions'. The 'My Account' section is highlighted and contains the text 'Login or Create a New Account, then Click 'Apply' to begin your proposal' and a large purple 'Apply' button. Below this, it shows '\$0 requested' and an 'Activity Log' link. To the right, it says 'Proposal Status: Not Submitted' and 'You must be logged in to begin.' Below the 'My Account' section is a 'New ZoomGrants™ Account' form with fields for 'Email Login', 'Password', and 'Your Name', and a 'New Account' button. To the right of this form is a section titled 'What is ZoomGrants™?' with explanatory text and a link to 'Contact ZoomGrants™ directly'. At the bottom, there is a 'Contact Information' section with fields for 'Agency Legal Name', 'Address 1', and 'Address 2'. Red arrows from the text on the left point to the 'Login' button, the 'Apply' button, and the 'New Account' button.

ZoomGrants™ Pro™
GRANT TECHNOLOGY FOR WEBSITES

Existing ZoomGrants™ Users
Email
Password
[Forgot password?](#)

[Help/Proposal Instructions](#) [Additional Resources](#) | [Find More Grants](#) |

Sample Donor
Deadline 12/15/2011
[Description, Restrictions, Additional Grant Programs](#)

Login or Create a New Account, then Click 'Apply' to begin your proposal

\$0 requested
[Activity Log](#)

Proposal Status: **Not Submitted**
You must be logged in to begin.

My Account (answers are saved automatically when you move to another field)

New ZoomGrants™ Account

Email Login

Password

Your Name

[What is ZoomGrants™?](#)
(Password must be at least 8 characters and contain 1 letter and 1 number)

What is ZoomGrants™?

With a ZoomGrants™ account, you are able to create, save and update your grant proposal, with supporting documents attached, right here on this website at no cost to you.

Your entire proposal, once completed, is instantly submitted, but you will still have access to make changes until the deadline arrives.

Questions or comments about ZoomGrants™?
[Contact ZoomGrants™ directly](#)

Contact Information (changes to this data will be reflected on all of your other proposals)

Agency Legal Name

Address 1

Address 2

CREATE A ZOOMGRANTS™ ACCOUNT

Complete your Account information here.

This information will appear on all of your proposals (including other funders).

Anytime you make a change, and click outside that field, your data will automatically be saved.

ZOOMGRANTS™ Pro™
GRANT TECHNOLOGY FOR WEBSITES

Logged in as Ineeda Grant | [Logout](#) | [Not Ineeda Grant?](#)
[Return to my ZoomGrants™ Account](#)
[Full Screen Version](#)

[Help/Proposal Instructions](#) [Additional Resources](#) [Find More Grants](#) [A▼](#) [A▲](#)

Sample Donor

Deadline 12/15/2011

Description, Restrictions, Additional Grant Programs

My Account

Pre-Application

Proposal Questions

Budget

Documents

Reporting Questions

Healthy Foods Agency

Proposal Status: **Submitted**

Big Proposal

\$100,000 requested

Activity Log

Print/Preview

My Account

(answers are saved automatically when you move to another field)

Contact Information

(changes to this data will be reflected on all of your other proposals)

Agency Legal Name

123 Main St

Suite B

Big City

IN

80528

(777) 777 - 7777 ext. 55

(777) 777 - 7777 ext.

web.com

EIN (XX-XXXXXXX)

CEO/Executive Director

Joe

Big

Executive Director

joe@web.com

Supporting Account Documents

COMPLETE YOUR ACCOUNT INFO

Complete the Pre-Application section

[My Account](#) [Pre Application](#) [Proposal Questions](#) [Documents](#)

Login or Create a New Account, then
Click 'Apply' to begin your proposal

[Apply](#)

Proposal Status: **Not Submitted**

\$0 requested
[Activity Log](#)

You must be logged in to begin.

Request Summary

(answers are saved automatically when you move to another field)

Request Summary

Proposal Title/Project Name	<input type="text"/>
Amount Requested	\$ <input type="text"/>
Program Contact First Name	<input type="text"/>
Program Contact Last Name	<input type="text"/>
Program Contact Telephone	(<input type="text"/>) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
Program Contact Email	<input type="text"/>

Additional Pre-Application Questions are not required.

[Previous](#) [Next](#)

PRE-APPLICATION SECTION

Complete your Proposal Questions here (this is the bulk of the application).

Type directly into each field, or cut and paste from another document.

All fields are required.

Modern browsers can check your spelling for you.

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GRANT TECHNOLOGY FOR WEBSITES

Logged in as Ineeda Grant | [Logout](#) | [Not Ineeda Grant?](#)
[Return to my ZoomGrants™ Account](#)
[Full Screen Version](#)

[Help/Proposal Instructions](#) [Additional Resources](#) | [Find More Grants](#) | [A▼](#) [A▲](#)

Sample Donor
[Redacted] Deadline 12/15/2011
[Description, Restrictions, Additional Grant Programs](#)

[My Account](#) [Pre-Application](#) **[Proposal Questions](#)** [Budget](#) [Documents](#) [Reporting Questions](#)

Healthy Foods Agency
Big Proposal
\$100,000 requested
[Activity Log](#)

Proposal Status: **Submitted**
[Print/Preview](#)

Proposal Questions (answers are saved automatically when you move to another field)

Request Summary

Proposal Title/Project Name	Big Proposal
Amount Requested	\$ 100000
Program Contact First Name	Joe
Program Contact Last Name	Big
Program Contact Telephone	(888) 888 - 8888 ext.
Program Contact Email	joe@web.com

Proposal Questions

1 What is the specific purpose for which funds are requested?

<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed id libero. Quis convallis molestuada dafdfgdfonisi. Nullam tellibhfhvys sem, interdum vel, porta a, consequat gfnec, elit. Pellentesqlnkklque dolor nisl, mattis facilisis, hendrerit sed, placerat vitae, purus. Praesent accumsan eros vel est. Proin facilisis eros id pede. Vestibulum pharetra vulputate erat. Fusce facilisis varius diam. Donec accumsan libero id nisl. Praesentkkkt nisl. Fusce a ante. Curabitur non urna. In non ipsum eget turpis viverra faucibus. Rhassulus porta libero in quam. Curabitur ac metus. Integer eleifend. Fusce accumsan gravida mi. Praesent dui massa, accumsan quis, pretium vel, consectetur eu, diam.

Maximum characters: 65000. You have 63514 characters left.

2 How many people and of what population will be served by this project?

Lorem ipsum dolor sit amet, consectetur adipiscing

PROPOSAL QUESTIONS

**The columns
add at the
bottom**

This feature is optional and might not be used by the funder.

[illegible]

City of Pleasanton

FY 2011-12 Housing and Human Services Grants

Deadline 1/24/2011

Description, Restrictions, Additional Grant Programs

My Account

Pre-Application

Proposal Questions

Documents

Login or Create a New Account, then
Click 'Apply' to begin your proposal

Apply

Proposal Status: **Not Submitted**

You must be logged in to begin.

\$0 requested

Activity Log

Supporting Documents

Instructions for Documents Requested

Documents Requested

Required? Uploaded Documents

Financial Information Form download template	<input checked="" type="checkbox"/>		Upload
Project Budget Form download template	<input checked="" type="checkbox"/>	-none-	Upload
Current Annual Budget for the Entire Agency	<input checked="" type="checkbox"/>	-none-	Upload
List of Board of Directors	<input checked="" type="checkbox"/>	-none-	Upload
If requesting Capital Funding please upload your Capital expenditure budget (your own format is acceptable)	<input type="checkbox"/>	-none-	Upload
If your agency is applying for Capital funding, please upload supplemental information as applicable (e.g. photos, designs, site drawings, specifications, etc.)	<input type="checkbox"/>	-none-	Upload
If your agency is a FIRST TIME APPLICANT to this grant program please upload * Resume or Vita of Executive Director, Program Manager, and Fiscal Officer	<input type="checkbox"/>	-none-	Upload
If your agency is a FIRST TIME APPLICANT to this grant program please upload * Personnel policies including affirmative action plan and grievance procedure	<input type="checkbox"/>	-none-	Upload

Complete your Supporting Documents here.

Documents Requested are listed here.

Financial Information Form and Project Budget Form can be downloaded here.

Documents you have already uploaded are listed here.

Click the 'Upload' button to select a document and upload it.

SUPPORTING DOCUMENTS

Submit your proposal here.

Enter your initials to verify that you are officially submitting this proposal and click outside the field.

If you have left any fields blank, you will not be allowed to submit.

Then click 'Submit' to send it to the funder for review.

ZoomGrants™ Pro™
GRANT TECHNOLOGY FOR WEBSITES

Logged in as Ineeda Grant | [Logout](#) | [Not Ineeda Grant?](#)
[Return to my ZoomGrants™ Account](#)
[Full Screen Version](#)

[Help/Proposal Instructions](#) [Additional Resources](#) | [Find More Grants](#) | [A▼](#) [A▲](#)

Sample Donor: **Winter Grant Program 1** Deadline: 12/15/2011

[Description, Restrictions, Additional Grant Programs](#)

[My Account](#) [Pre-Application](#) [Proposal Questions](#) [Budget](#) [Documents](#) [Reporting Questions](#)

Healthy Foods Agency
Big Proposal
\$100,000 requested

Proposal Status: **Not Submitted**

[Print/Preview](#) [Submit Now](#)

[Activity Log](#)

Submit Proposal

Proposal Completion

By entering your initials here you certify this proposal truthfully and accurately represents your request and is hereby submitted for review. Submission of this application does not, in any way, guarantee that you will receive funding. Submission of this application also indicates your agreement to the [terms](#) of using ZoomGrants™.

Enter your initials below and click outside the field. If your proposal is complete, a purple 'Submit' button will appear, allowing you to officially submit your proposal.

Did you complete your Budget?
Did you upload all Documents Requested?

Initials

[Submit](#)

Proposal Questions

(answers are saved automatically when you move to another field)

Request Summary

Proposal Title/Project Name	<input type="text" value="Big Proposal"/>
Amount Requested	\$ <input type="text" value="100000"/>

PROPOSAL SUBMISSION

Click here to view
Additional Resources.

Find a professional
grant writer to help you
with your proposal, and
give them direct access
to your proposal.

Contact us if you are
having technical
problems.

Find more grants that
you might be eligible for.

The screenshot shows the ZoomGrants Pro website. At the top, the logo reads "ZOOMGRANTS™ Pro™ GRANT TECHNOLOGY FOR WEBSITES". On the right, it says "Logged in as Ineeda Grant" with links for "Logout", "Not Ineeda Grant?", "Return to my ZoomGrants™ Account", and "Full Screen Version". Below the logo, there are links for "Help/Proposal Instructions", "Additional Resources", "Find More Grants", and two arrow buttons. A red arrow points from the text "Click here to view Additional Resources." to the "Additional Resources" link. Another red arrow points from the text "Find a professional grant writer to help you with your proposal, and give them direct access to your proposal." to a "Find a Writer" button. The "Find a Writer" button is part of a section titled "Need help writing this proposal? Find and hire a Writer and give them access to your proposal." Below this is a "Featured Grant Writer" section for Kay Rios, with a photo, name, location, specialties, and a bio. To the right of the main content are two boxes: "Having Technical Problems?" with an "Ask ZoomGrants™" button, and "Looking for more grants to apply for?" with a "Find Grants" button. At the bottom, there is a "Sample Donor" section for "Winter Grant Program 1" with a deadline of 12/15/2011. Below this is a navigation bar with buttons for "My Account", "Pre-Application", "Proposal Questions", "Budget", "Documents", and "Reporting Questions". The "Reporting Questions" button is highlighted. At the very bottom, it says "Healthy Foods Agency" and "Proposal Status: Submitted".

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GRANT TECHNOLOGY FOR WEBSITES

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[Full Screen Version](#)

[Help/Proposal Instructions](#) | [Additional Resources](#) | [Find More Grants](#) | [A▼](#) [A▲](#)

Additional Resources

My Grant Writers
[Susannah Hamilton-Hassan](#) [View](#)
Susannah Hamilton-Hassan

Need help writing this proposal?
Find and hire a Writer and give them access to your proposal. [Find a Writer](#)

Featured Grant Writer

 **Kay Rios**
The Writer's Block
Fort Collins, CO

Specialties:
Children/Youth, Hunger/Poverty, Health, Environment, Research, Education, Arts/Historic,

I have successfully written grants for a variety of non-profits over the past eight years. My training was received in graduate level classes at Colorado State University and through the Grant Writers Training Forum 50-hour certificated grant writin...

[View Profile](#) | [Contact](#)

Having Technical Problems?
[Ask ZoomGrants™](#)

Looking for more grants to apply for?
[Find Grants](#)

Sample Donor
Winter Grant Program 1 Deadline 12/15/2011

[Description, Restrictions, Additional Grant Programs](#)

[My Account](#) [Pre-Application](#) [Proposal Questions](#) [Budget](#) [Documents](#) [Reporting Questions](#)

Healthy Foods Agency Proposal Status: **Submitted**

ADDITIONAL RESOURCES

Help for this technology can be found here.

Full Screen Version will make this visually easier to use.

Click 'Print/Preview' before you start answering questions, then cut/paste all of the questions to a Word document. Answer all the questions, then log back in and enter your answers. This will be fast and also give you a backup of your proposal.

ZoomGrants™ Pro™
GRANT TECHNOLOGY FOR WEBSITES

Logged in as Ineeda Grant | [Logout](#) | [Not Ineeda Grant?](#)
[Return to my ZoomGrants™ Account](#) | [Full Screen Version](#)

[Help/Proposal Instructions](#) | [Additional Resources](#) | [Find More Grants](#) | [A▼](#) | [A▲](#)

Sample Donor
[Redacted] **Deadline** 12/15/2011
[Description, Restrictions, Additional Grant Programs](#)

My Account | Pre-Application | Proposal Questions | Budget | Documents | Reporting Questions

Healthy Foods Agency **Big Proposal** **\$100,000 requested** **Activity Log** **Proposal Status: Submitted** **Print/Preview**

My Account *(answers are saved automatically when you move to another field)*

Contact Information *(changes to this data will be reflected on all of your other proposals)*

Agency Legal Name	Healthy Foods Agency
Address 1	123 Main St
Address 2	Suite B
City	Big City
State	IN ▼
Zip	80528
Telephone	(777) 777 - 7777 ext. 55
Fax	(777) 777 - 7777 ext.
Website	web.com
EIN (XX-XXXXXXX)	

CEO/Executive Director

First Name	Joe
Last Name	Big
Title	Executive Director
Email	joe@web.com

Supporting Account Documents

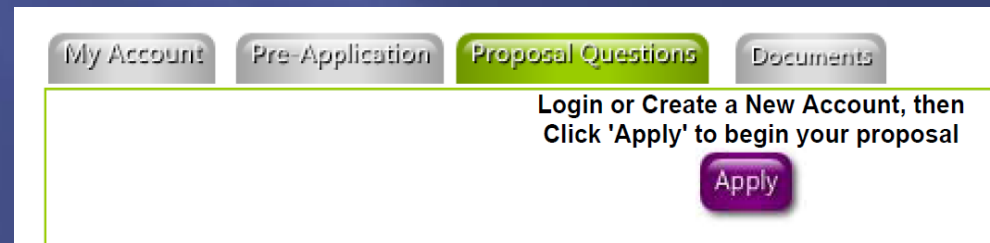
TIPS AND TRICKS

MORE TIPS AND TRICKS

- **You MUST enter something in every field!**
 - In most cases, you will be prompted to enter something like “N/A” if none of the other answers apply.
- **When uploading documents (through the ZoomGrants “Documents” tab), the size of each individual file cannot exceed 10 mb (megabytes)**
 - If necessary to meet size limitations, you may split a file into multiple files; please name files appropriately.
- **There is a 3200-character (approx. one page) maximum for every narrative text field (CDBG).**
- **7000-character (approx. 2 pages) maximum for HOPWA.**
 - Fields display a “countdown” so you will know how many characters have been used as you type.
- **Please read all questions carefully.**
 - Macro vs. micro; problem vs. project; agency/program vs. specific project; etc.

2011 Grant Application Process - RECAP

- **Must apply through ZoomGrants this year:**
 - Create a ZoomGrants account (“My Account” tab)
 - Click the “Apply” button next to the grant you want to apply for (Livermore, Pleasanton, etc.)
 - Provide the summary information and additional contact information in the “Pre-Application” tab
 - Answer the detailed questions in the “Proposal Questions” tab (all questions must be answered)
 - Upload all requested documents (“Documents” tab)
 - Submit your proposal!



The screenshot shows the ZoomGrants application interface. At the top, there are four tabs: "My Account", "Pre-Application", "Proposal Questions", and "Documents". The "Proposal Questions" tab is currently selected and highlighted in green. Below the tabs, there is a message that reads: "Login or Create a New Account, then Click 'Apply' to begin your proposal". Below this message is a purple button with the text "Apply".

- Hard copy, email, or faxed applications will not be accepted



For technical questions regarding ZoomGrants software:

Website: www.ZoomGrants.com
Email: Questions@ZoomGrants.com
Telephone: 866-323-5404

For non-technical questions regarding the grant application, contact :

Shawn Bolster, 702-229-4912
sbolster@lasvegasnevada.gov

To ensure that there is adequate time to respond to all needs for assistance, please submit your requests for technical assistance to City staff by no later than one week prior to the applicable application deadline